

DEPARTMENT OF EDUCATION
Office of Planning and Development
Planning and Evaluation Division
Evaluation Section

The Evaluation Section is responsible for administering federal requirements for evaluating Title I, ESEA; designing and conducting evaluation studies of the Department; administering the Georgia School Finance Study; and providing information to local systems, CESAs, and Department staff on research in education in the nation.

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<u>No</u>	<u>Description</u>	<u>Disposition</u>
75-206-A	EDUCATION INFORMATION CENTER RESOURCE FILES - Documents relating to maintaining information and research educational reference materials within the Education Information Center. Included are articles, pamphlets, books and booklets concerning educational topics which are used for reference by the State Department of Education and other educational agencies. Files are arranged numerically by assigned accession number.	<p><u>Priority I Files:</u> Cut off file at end of each calendar year; hold in current files area 4 years; then transfer to State Records Center; hold 6 years; then return to current files area for purging and destruction of obsolete material (return usable material to Education Information Center Resource Files).</p> <p><u>Priority II and III Files:</u> Transfer to State Records Center any time after receipt and classification; hold 6 years; then return to current files area for destruction of obsolete material (return usable material to Education Information Center Resource Files).</p> <p>APPROVED: 09/15/75. AMENDED: 07/12/78.</p>
80-233	ESEA TITLE I EVALUATION REPORT FILES - Documents relating to reporting that is required by the Federal Government on ESEA, Title I Evaluation. Included are ESEA Title I reports from local school systems, intermediate analyses of data from reports, and other related reports. Files are arranged alphabetically by school system.	<p>Cut off files at end of each fiscal year; hold in current files area until report is completed; then transfer to State Records Center; hold 5 years; then destroy.</p> <p>APPROVED: 03/19/80.</p>
80-246	ANNUAL STATE EVALUATION REPORT TO DHEW (ESEA TITLE I) - Documents relating to reporting the operations and impact of projects funded by ESEA Title I. Included are State Evaluation Reports. Files are arranged chronologically by fiscal year.	<p><u>1966-1979 Reports:</u> Hold in current files area 40 years; then transfer to State Archives for permanent retention. Earlier transfer authorized.</p> <p><u>1980 and on Reports:</u> Transfer record copy to State Archives for permanent retention. Hold work copy in current files area until no longer needed; then destroy.</p> <p>APPROVED: 04/15/80.</p>